

Weekly Report for Week Ending 14 October 1958
from
Forms Management Branch

1. Contributions

a. Tangible

- (1) Completed 27 actions requiring the printing of 725,450 copies or sets of blank forms. This represents an increase in the number of actions compared to FY 59 weekly average of 25 actions and 400,000 copies.
- (2) Two new and 3 revised forms were approved.
- (3) \$1200 worth of forms obsoleted by OCR have been accepted by other Agency componets. [REDACTED] 25X1A9a
- (4) One form was obsoleted.

b. Intangible

25X1A9a

In connection with the implementation of Employee Suggestion No. 58-306, contacted Mr. [REDACTED] and received his 25X1A8a informal concurrence for printing the pending revision of Form No. 1050a on NCR paper rather than making it up in a carbon interleaved set. Since this form is classified Secret in its blank state, putting it on NCR paper will permit its printing by Agency facilities. Because of its classification, printing outside the Agency would not be possible under any circumstances. He also agreed to permit a related but unclassified form no. 1050, to be put on NCR paper.

25X1A9a

2. Assignments

a. Active

25X1A9a

- (1) Records System - New Building Security Staff [REDACTED]
- (2) Agency Chain Envelope and Courier Receipt [REDACTED] 25X1A9a
- (3) Forms Aspect of [REDACTED] Project [REDACTED] 25X1A9a
- (4) Travel Order Revision [REDACTED] 25X1A9a
- (5) Printing Services Survey ([REDACTED]) 25X1A9a
- (6) Revision of the [REDACTED] Form [REDACTED] 25X1A9a
- (7) Improvements in the TD Information Report Forms and Systems [REDACTED]
- (8) Ten new and 14 revised forms pending.

25X1C4a

25X1C4a

25X1A9a

(9) Six suggestions are being evaluated.

3. News

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a. Mr. [REDACTED] has been on sick leave for three days.

b. Forty percent of the Management Staff has contributed 69%
of our quota for the United Givers Fund. [REDACTED] 25X1A9a

25X1A9a

c. Mrs. [REDACTED] spent a day at the Vital Materials Repository
bringing our files up to date.

25X1A9a

